



ALAMEDA RECREATION AND PARK DEPARTMENT  
2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529

## **ALBERT H. DEWITT OFFICERS' CLUB**

### **641 West Redline Ave, Alameda, CA 94501**

1. All requests must be made in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, during regular business hours.
2. Requests will not be accepted less than seven (7) working days.
3. Payment may be made by cash, cashier's check, money order, personal check, VISA or MasterCard. Please make checks payable to ARPD. ***A refundable cleaning and security deposit of \$500 is required at the time of booking. Final remaining balance must be paid in full two weeks prior to your event.***
4. Permits will be issued to adults (21 and over) with a six-hour minimum for Commercial Business and a four-hour minimum for all other events. **Set up and clean up of the kitchen is the responsibility of the individual group or caterer and the time will be included in the total of time of the permit.**
5. Rentals for events for persons under 21 years of age require 1 adult per 10 adolescents for supervision.
6. Refunds will only be granted under special circumstances. Cancellations must be made three weeks prior to event date in order to receive a full refund, including your deposit.
7. **Smoking is not permitted inside the building.**
8. An ARPD staff person will be assigned fifteen (15) minutes prior to the permit time and will be in charge of the facility during the entire permit time.
9. All plans for decoration must be approved by the Alameda Recreation and Park Department prior to installation and it must be removed at the end of the permit time. At no time shall any nails, tacks, staples, electrical tape or marring materials be used or attached to walls or fixtures of any facility. **NO GLITTER, CONFETTI, SMOKE OR FOG MACHINES TO BE USED IN THE BUILDING! YOU MAY NOT COOK IN THE BUILDING WITH OUTSIDE EQUIPMENT.**
10. Music must be concluded at 11:00 p.m. - Monday through Thursday; 12:00 midnight -Friday, Saturday and Sunday. Sound may not exceed noise levels as specified in **City of Alameda Ordinance No. 4-10.4.**
11. Additional regulations governing the use of specific facilities are attached.
12. ARPD does not offer an in-house caterer. There is a kitchen available to heat/warm food. If you bring outside food into the building, you will be charged the concession fee, which must be paid when final payment is due. A copy of the caterer's insurance is due two (2) weeks prior to your event.
13. The contract agreement and set-up diagrams must be submitted 14 days prior to your event.

***(See other side for rates)***

**THE CITY OF ALAMEDA REQUIRES ADDITIONAL INSURANCE BE OBTAINED WHEN ALCOHOL IS BEING SERVED. Alcohol shall not be consumed outside of the building, on any public street, sidewalk, or right-of-way, as specified in Alameda Municipal Code 23-5.** If you are selling alcohol at the event or if the event is for someone under 21 years of age, additional Liquor Liability must be purchased.

<b>Group A</b>	<b>Priority 1</b>	<b><u>City Sponsored</u></b> Any and all City government sponsored functions and/or activities
<b>Group B</b>	<b>Priority 2</b>	<b><u>Alameda Unified School District</u></b> School activities generated by School District for purposes directly related to the education as directed or approved by the School Board or District Office administration.
<b>Group C</b>	<b>Priority 3</b>	<b><u>Alameda Non-Profit (Monday through Thursday)</u></b> All <b>public youth</b> groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups may include: PTA and other school associated parent/teacher/student associations, Booster Clubs, etc.  All <b>public adult</b> groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws.
<b>Group D</b>	<b>Priority 4</b>	<b><u>Private Resident (Friday, Saturday &amp; Sunday)</u></b> All Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.
<b>Group E</b>	<b>Priority 5</b>	<b><u>Non-Residents and Non-Alameda Non-Profit Groups</u></b> All non-Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.
<b>Group F</b>	<b>Priority 6</b>	<b><u>Commercial Business</u></b> All youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc.

**A refundable cleaning and security deposit of \$500 is required at the time of booking.**  
**Final remaining balance must be paid in full two weeks prior to your event.**

<b>ROOM/ OCCUPANCY</b>	<b>GROUP A</b>	<b>GROUP B</b>	<b>GROUP C</b>	<b>GROUP D</b>	<b>GROUP E</b>	<b>GROUP F</b>	<b>CONCESSION FEE</b>	<b>NON-PROFIT CONCESSION FEE</b>
<b>MAIN*</b> 250-300 max	No Fee	\$75 per hour	\$115 per hour	\$150 per hour	\$175 per hour	\$1,075 6 hours	\$600	\$300
<b>TRIDENT*</b> 120-200 max	No Fee	\$65 per hour	\$100 per hour	\$125 per hour	\$150 per hour	\$875 6 hours	\$400	\$200
<b>TERRACE*</b> 90-110 max	No Fee	\$55 per hour	\$80 per hour	\$100 per hour	\$125 per hour	\$725 6 hours	\$200	\$100
<b>SQUADRON*</b> 30-50 max	No Fee	\$50 per hour	\$50 per hour	\$50 per hour	\$75 per hour	\$425 6 hours	\$60	\$30

**\*AN ADDITIONAL \$250 NON-REFUNDABLE CLEANING FEE  
MAY BE CHARGED FOR ALL ROOMS FOR SOME EVENTS, I.E. CRAB FEED**  
The hourly rate must be a minimum of 4 hours except for Commercial Business category.  
Set-up and clean up time are to be included in rental hours.